

Updating Your Job Service Resume

This “How-to” guide is designed to assist you with updating your Job Service Resume. A question many people ask is, “**What is my Job Service Resume?**”

Your Job Service Resume is a compilation of your registration information arranged in resume format. Every section of information that appears on your *Job Service resume* is the result of information that **YOU** provided in your Job Service registration. You may find the resume useful when applying for employment.

Review the information below to learn more about updating your Job Service Resume.

You **must** be logged into to your Job Service registration account to view your resume. Go to: <https://jobs.mt.gov> to log into your online account. After logging in, you will see a row of tabs in the **green section** near the top of the page as shown below. This is your 'Home' page.

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Montana's Official State Website

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Home | Search | Referrals | Seeker Info | Employment | Education | Skills/Tools | Vet./Misc.

- You have chosen not to share your resume. You will not be included in results when employers search for applicants. To share your resume, click on the edit general information link on the Seeker Info tab, and click the Allow employers to search for and view my resume checkbox.

General Information
PEDRINA MESSINGAROUND
1234 EASY STREET
HELENA, MT
59601
Home (406) 555-2223
Work (406) 555-0000
myemail@nail.com
[View Resume](#)
[Edit Profile](#)
[Career Guidance Info](#)
[Labor Market Info](#)


Job Search
Search
Select Search to Load
Load Search
[advanced search](#)



Recent Referrals

Technical Publications - Aviation	6/20/2012	Open
	BILLINGS MT, 59102	
CONCRETE CONSTRUCTION LABORER	7/24/2012	Open
	BILLINGS MT, 59105	
Flight Communication Specialist	7/4/2012	Open
	BILLINGS MT, 59117	
CAFETERIA RELIEF SUPERVISOR	7/19/2012	Open
	BILLINGS MT, 59117	
WELDER	7/23/2012	Open
\$18.00 Hourly	BILLINGS MT, 59101	

Inside the Home tab, look for the link, 'View Resume' in green font on the left side of the page about half way down. **Click on '[View Resume](#)'**. An Adobe® PDF document will appear similar to the one you see below. The resume shows the exact information you entered in your Job Service registration formatted into a resume.

PEDRINA MESSINGAROUND		
1234 EASY STREET HELENA, MT 59601 Home: (406)555-2223 Work: (406)555-0000 lstroop@mt.gov		
Looking for a rewarding, long-term opportunity with a progressive employer where my skills will be utilized and challenged.		
Work Experience		
6/2008 - 7/2012	The Art Institute Artist	
1/2000 - 5/2010	Ye Olde Computer Gaming Great Falls, MT Store Clerk Helped people find the best computer game for their needs. Customer service, cash register. Lead worker when manager was not on duty.	
1/2009 - 10/2009	Flathead Job Service Kalispell, MT Janitor Janitor Housekeeping Cleaning Basic maintenance	
1/2000 - 1/2002	Bobs Market Billings, MT Cashier I Worked at a register.	
Education		
Career University Helena, MT	Graduated: 5/2009	
Masters: Applied Mathematics. Major Cinematography and Film/Video Production Minor		
MSU-Helena Helena, MT	Graduated: 1/2000	
Bachelors: Agricultural Business and Management Major Environmental Design Minor		
Montana High School Helena, MT	Graduated: 4/2000	
High School Diploma:		
Licenses & Certifications		
CPR	7/2012	
Skills & Tools		
• Backhoe/Trackhoe	• End Dump	• MIG Welding

To **edit** your resume information, you must first close the PDF document. Then, select the appropriate tab containing the specific information you want to edit or add. Once you are on the page, click on an '**Edit**' link as shown below by the  or...

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[Home](#)[Search](#)[Referrals](#)[Seeker Info](#)[Employment](#)[Education](#)[Skills/Tools](#)[Vet./Misc.](#)

[My Info](#)[Links](#)

General Seeker Information


PEDRINA MESSINGAROUND

Mailing Address Your account is currently active.	Street
1234 EASY STREET	1234 EASY STREET
HELENA, MT 59601	SIDNEY, MT 59270
Can employers search for and view my resume?	No
Home (406) 555-2223	Work (406) 555-0000
Email	lstroop@mt.gov

[edit general information](#)


Citizenship Information

US Citizen	Yes
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[edit citizenship information](#)


Availability


Objective Statement	Looking for the same thing everyone else is, a rewarding job with wonderful coworkers and very high pay.		
Minimum Salary	\$36,000.00 Yearly		
Commission/Piece Rate	No		
Availability	Full Time, Part Time, Seasonal		
Shifts	Day, Swing		
Will Work Saturdays	Yes	Will Work Sundays	Yes
Will Live at Worksite	No	Lifting Capacity	Over 75 lbs
Willing to Relocate	Yes	ADA Disabled (Confidential)	Yes

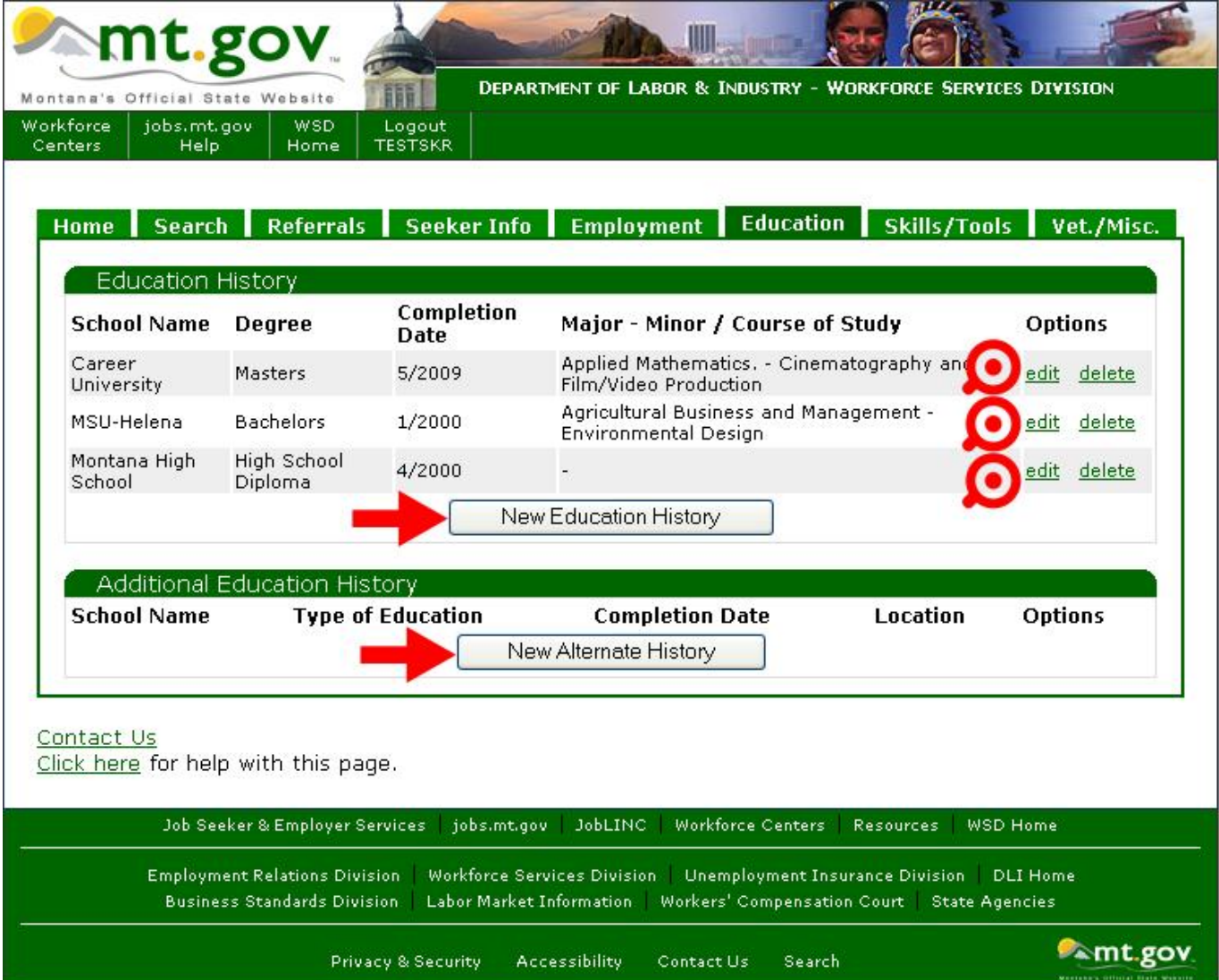
[edit availability information](#)

Transportation

Drivers License	Class Code - A	Access to Vehicle	Yes
Endorsements			

[edit transportation information](#)

select one of the 'New' buttons as shown below by the 






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Home | Search | Referrals | **Seeker Info** | Employment | Education | Skills/Tools | Vet./Misc.

Education History

School Name	Degree	Completion Date	Major - Minor / Course of Study	Options
Career University	Masters	5/2009	Applied Mathematics, - Cinematography and Film/Video Production	 edit delete
MSU-Helena	Bachelors	1/2000	Agricultural Business and Management - Environmental Design	 edit delete
Montana High School	High School Diploma	4/2000	-	 edit delete

 [New Education History](#)

Additional Education History

School Name	Type of Education	Completion Date	Location	Options
 New Alternate History				

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[Click here](#) for help with this page.

Job Seeker & Employer Services | jobs.mt.gov | JobLINC | Workforce Centers | Resources | WSD Home

Employment Relations Division | Workforce Services Division | Unemployment Insurance Division | DLI Home
Business Standards Division | Labor Market Information | Workers' Compensation Court | State Agencies

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Please note that selecting edit next to an item will only allow you to make changes on that single item. To change more than one item, you need to select the edit link next to each item you want to change. You may also delete an item by selecting the delete link as shown above.

If you want to add a new item, you must select a button that allows you to insert new information into your registration like those shown in the above picture.

For example, let's say that you want to edit your employment history or add a new entry to your existing work history. First, click on the Employment tab.





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Home | Search | Referrals | Seeker Info | **Employment** | Education | Skills/Tools | Vet./Misc.


Employment History

Employer Name	Job Title	Start Date	End Date	Job Category Title	Resume	Options
The Art Institute	Artist	6/2008	7/2012	Artists and Related Workers, All Other	Y	 edit delete
Ye Olde Computer Gaming	Store Clerk	1/2000	5/2010	Network Systems and Data Communications Analysts	Y	 edit delete
Flathead Job Service	Janitor	1/2009	10/2009	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Y	 edit delete
Bobs Market	Cashier I	1/2000	1/2002	Cashiers	Y	 edit delete

 [New Employment Record](#)

Desired Employment



Job Category Title	Year Last Worked	Months Experience	Options
Artists and Related Workers, All Other	2012	49	delete
Construction Laborers		99	delete
Construction and Related Workers, All Other		99	delete
Customer Service Representatives		99	delete
Dishwashers		99	delete
Executive Secretaries and Administrative Assistants		99	delete
Graphic Designers		99	delete
Helpers--Carpenters		99	delete
Janitors and Cleaners, Except Maids and Housekeeping Cleaners		99	delete
Maintenance and Repair Workers, General		99	delete
Marketing Managers		99	delete
Nursing Aides, Orderlies, and Attendants		99	delete
Painters, Construction and Maintenance		99	delete
Paralegals and Legal Assistants		99	delete
Stock Clerks- Stockroom, Warehouse, or Storage Yard		99	delete
Truck Drivers, Heavy and Tractor-Trailer		99	delete

 [Edit Desired Employment](#)

You will see your Employment History and Desired Employment sections on this page as shown above. To the right of each employment entry is the word, 'edit'. Click edit to change the information. To add a new entry, click the 'New Employment Record' button and input the new information.

Please note that your Desired Employment DOES NOT appear on your resume.

Finally, be sure to click on the 'Save' button (*as shown below*) after you make any desired changes in your information. Failure to save your changes will prevent them from appearing on your resume.



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Edit Employment History

*Employer Name

*Job Title

City MT

Country United States


*Employed Dates To (ex: mm/yyyy) Leave "To" Date Blank for Current Job

Display On Resume ☒

*Job Category Title [Select Job Category](#)

Job Description (500 Max)

500 characters left



Employment History

Employer Name	Job Title	Start Date	End Date	Resume	Options
The Art Institute	Artist	6/2008	7/2012	Y	edit delete
Ye Olde Computer Gaming	Store Clerk	1/2000	5/2010	Y	edit delete
Flathead Job Service	Janitor	1/2009	10/2009	Y	edit delete
Bobs Market	Cashier I	1/2000	1/2002	Y	edit delete

If you require further assistance or help with your online resume, please feel free to contact your [local Job Service office](#).



Montana Department of
LABOR & INDUSTRY
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